

厚木基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	A-09-008
初回選考締切り日 : 1 st Cut Off Date	04 FEB 2009
募集締切り日: Closing Date	選考決定まで継続 Open until filled
発行日: Date of Issue	28 JAN 2009

1.職種名 Job title (等級 Grade <u>1-5</u> / 語学等級 LAD <u>3</u>) Housing Inspector, MLC #492 見習い採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: 1-4 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Housing Department, U. S. Naval Air Facility, Atsugi 勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hr/wk) 週 40 時間制: 40 Hours Per Week <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular Mon - Fri, 0745 - 1630 <input type="checkbox"/> 夜勤有 Night Shift <input checked="" type="checkbox"/> 残業有 Overtime <input checked="" type="checkbox"/> 出張有 Business Travel			
6.職務内容 Duties Conduct termination inspections to determine occupant clean-up requirements prior to vacating quarters. Conduct check-in inspections with new occupants. Performs inspection, such as sanitation, safety, size, location, etc., of the house to meet Navy requirements. Examines interior and exterior features and facilities of privately owned residences and records pertinent facts for use to determine the acceptability of these properties and the computation of permissible rental rates in accordance with command policies. Inspect damage to Government property reported by tenants; make necessary reports. Evaluates private residence in accordance with annual schedule and individual's request. Assists Housing Manager in conducting orientation by reviewing application for private rental. Answers direct telephone inquiries on private rental information. Review emergency service requests to ensure that no work is accomplished which is the tenant's responsibility. Performs other related or incidental duties as required.			
7. 職務状況 Working Condition:			
8.資格要件/身体条件 Qualification/Physical Requirements - One year of work experience equivalent at 1-4 level in the related field, or completion of bachelor degree in the related field. - Skill in operating computer system and software such as Microsoft Excel, Word. - Ability to speak, read and write both English and Japanese at fluent proficiency level (LAD-3). - Driver's License. *Applicant who does not fully meet above requirements may be selected at lower grade as a trainee. BWT 1-4 - One year of clerical, technical, or administrative work experience in any field, or completion of 4-years college/university in any field. - Other factors will be considered in conformity to the upper grade. *A handicapped applicant may be accepted, depending upon the degree and kind of disability. Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application. Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See block #8 免許証/修了証 License/Certificate Required : See block #8			

9.提出するもの Application and Associated Documents		
* <input checked="" type="checkbox"/> 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either HROの様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴(会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa		
問い合わせ先 for Job Inquiries 担当部署/担当者名 Office/POC 厚木基地人事部 ☎0467-78-2661 / DSN 264-3426 / 3624	提出先 Office to Submit 神奈川県綾瀬市大上 厚木基地内 建物番号 291 厚木基地人事部 Bldg#291, Atsugi Base, Oogami, Ayase-Shi HRO Atsugi SO	事務処理欄 For Official Use PDN: NAFATG-N200AFM1-001

* 履歴書及び添付書類は所定の締切日までに上記提出先に提出してください。Submit application and attachments to HRO Atsugi SO by the Cut Off/Closing date of the announcement.
 * 応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.
 * 提出された応募書類はお返ししません。Submitted applications will not be returned.